

CHAPTER 10

SECTION 8 HAZARD COMMUNICATION

10.8.1 PURPOSE

This section provides APHIS managers, Collateral Duty Safety and Health Officers (CDSHO), and supervisors with information to determine if their facility or project is required to comply with the Occupational Safety and Health Administration regulation 29 CFR 1910.1200, Hazard Communication, and the United States Department of Agriculture (DR) 4400-2, Hazard Communication Program.

10.8.2 AUTHORITIES

The United States Department of Agriculture (USDA) publication “**Hazard Communication, A Program Guide for Federal Agencies,**” published in August 1987. Each CDSHO will be issued a copy of this guide and it should be placed in this Manual directly behind this Section. Copies of this guide may be obtained from the Safety, Health, and Environmental Staff.

29 CFR 1910.1200, Department of Labor, Hazard Communication Standard

40 CFR 355 & 370, Environmental Protection Agency, Emergency Planning and Community Right-To-Know Act

DR 4400-2, Hazard Communication Program

10.8.3 POLICY

It is APHIS policy that each workplace will be surveyed by using the hazard assessment process to determine its compliance with the Hazard Communication Standard. This survey will be documented and certified by the local supervisor and responsible CDSHO and kept permanently on file for inspection during safety and health reviews.

If employees are exposed to hazardous substances a Hazard Communication Program will be developed that will address the need for the substance, controlled access, and training.

Each workplace will comply with the Hazard Communication regulations.

10.8.4 GENERAL

All APHIS establishments that are engaged in manufacturing activities are automatically covered by the regulation. All other APHIS employees, (full time, part time, or temporary) who have the potential of an on-the-job exposure to a chemical agent are also covered by the Hazard Communication regulation.

In most cases, employees engaged in office work will not be included in the Hazard Communication Program.

The performance of a hazard assessment is critical in determining which employees are covered by the Hazard Communication regulation.

10.8.5 HAZARD ASSESSMENT

The purpose of the hazard assessment is to determine the identity and location of hazardous chemicals and biologicals at a facility or workplace, and which employees may be exposed to these substances. The hazard assessment should be conducted by the supervisor and the CDSHO responsible for the facility.

There are four steps in the hazard assessment:

1. Identify all chemical and biological substances in the workplace that have the possibility of causing a physical or health hazard.
2. Assess the need to maintain or store the substance; dispose of it if possible.
3. Determine which employees have a potential of exposure to any of the chemicals.
4. Determine if potentially hazardous substances are contained in a controlled access environment.

The workplace may contain common consumer products such as household detergents and cleansers, soap, typing correction fluid, etc. These items may be excluded provided they are used in the same manner and quantities as would be expected in typical consumer applications.

Once the determination is made that one or more hazardous chemical substances are at the workplace and that there is a chance of employee exposure, a **HAZARD COMMUNICATION PROGRAM** must be developed.

10.8.6 HAZARD COMMUNICATION PROGRAM CONTENT

The workplace supervisor and the CDSHO will develop a Hazard Communication Program containing:

- A written hazard communication plan. Exhibit 10.4 represents an example of a written program.
- The identification and evaluation of all the chemical and biological hazards in the workplace.
- A hazardous substance inventory.
- A file of material safety data sheets (MSDS).
- Employees access to MSDS.
- Proper labeling of incoming products.

- A system for within-facility labeling where necessary.
- A training program.
- Identification of employees who are potentially exposed to hazardous substances.
- Evaluation of the program; improve, and update it where necessary.

Exhibit 10.5 provides a checklist to help the CDSHO in complying with all Hazard Communication regulations.

10.8.7 EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

A facility or project location must notify the local fire and police departments and supply them with the MSDS and quantities of chemicals and biologicals inventoried.

The Emergency Planning and Community Right-To-Know regulations (40 CFR Parts 355 & 370) should be consulted to ensure compliance.